



Job Opportunity

State Controller's Office

Position: Office Assistant (Typing)

Statewide

Location: Division of Audits
300 Capitol Mall, Suite 518, Sacramento, CA 95814

Issue Date: September 13, 2004

Final Filing Date: Until Filled

Contact/Telephone:

Laura Nicholls, 916-323-1598

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-640-1379-018

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under general direction of the Staff Services Manager II incumbent will perform the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Type correspondence, memoranda, forms and other documents using a personal computer as required by management.
- Provide support services for division staff and management (receptionist, photocopying, etc.) when needed. Order and distribute pagers to all field audit staff and maintain an inventory with pager numbers and staff assignments.
- Distribute incoming/outgoing mail and UPS/Fed Ex shipments.
- Review and approve invoices for payment, process and complete supply orders and special orders. Distribute payroll, travel expense checks, and parking validations.
- Operate office-copying machine; manipulate computer application to develop charts and correspondence; utilize small digital calculator, etc.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits

300 Capitol Mall, Suite 619

Sacramento, CA 95814

Attn: Marcy Maeda-Imai